



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

18 September 2015

ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #15-107
TITLE 32 USC SEC 502 (f)

POSITION: Human Resources Assistant (Military)

LOCATION: 265th Combat Communications Squadron, South Portland, Maine

GRADE: TSgt and Below

SALARY: Full military pay and allowances, depending upon military grade and longevity of the applicant selected

CLOSING DATE: 17 October 2015

AREA OF CONSIDERATION: This position is open to current enlisted Maine Air National Guard On-Board AGRs, Technicians, and Traditional Guard Members, E6 and below who are qualified AFSC 3S0X1. MSgt and above may apply, but must be willing to take an administrative reduction to TSgt (E6) upon selection.

MILITARY ASSIGNMENT: Selected applicant will be assigned to the 265th CBCS So. Portland, ME.

ELIGIBILITY REQUIREMENT:

MeANG AGR applicants will:

a. Have served at least 12 months in their current assignments unless TAG waives this requirement.

Non-AGR applicants, at the time of entry into the AGR program, will:

b. Meet the Weight/Body Fat Measurement (BFM) standards IAW ANGI 10-248 dated 9 April 2004.

c. Meet the physical qualifications outlined in Air Force Instructions (AFI) 48-123. Medical exam must be within 36 months of entry into AGR program. AF Form 895 must be completed if the medical exam is more than 12 months old.

d. Have an HIV test completed within six months of the AGR tour start date in accordance with ANGI 36-101.

e. Be able to complete 20 years of AD/AGR service before attaining age 60, **OR** sign a statement indicating that they know they will not accrue enough active service for a regular retirement.

f. Not be eligible for or be receiving an Immediate Federal Retirement Annuity (Military or Civilian).

g. Not have been previously separated for cause from active duty or previous AGR tour.

h. Also meet criteria listed in Area of Consideration above.

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HOW TO APPLY:

- a. MeSPM Form 35-03 (Application for ANG Full-Time Military Duty Assignment). ***Email applications are preferred.*** The forms and job announcements may be found on the MENG web site at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "Jobs" link. Select the "AGR" link to get a blank AGR application form.
- b. Current Report of Individual Person (RIP) from VMPF is required.
- c. Report of Individual Fitness is required.
- d. Current Resume and cover letter is required

-Please submit your application one of the following three ways:

- 1) **Via Email to: ng.me.mearng.list.hro-agr-br@mail.mil You will receive an email acknowledgement.**
- 2) **Via a non-government fax to HRO-AGR Office at 207-626-4246 or**
- 3) **Deliver in person or send by U.S. Mail to:**

Department of Defense, Veterans & Emergency Management
ATTN: MENG- HRO-AGR
Camp Keyes, Augusta, ME 04333-0033

****NOT LATER THAN THE CLOSING DATE****

Applications received after the closing date or incomplete applications will NOT be considered. The use of government property, such as envelopes, postage or facsimile machines, to submit applications is prohibited. MENG-HRO-AGR may receive facsimiles sent from non-government facsimile machines. Email or the inter-office distribution system may be used (where no expense is incurred by the government). Be accurate and thorough on the MeSPM Form 35-03 as this is used to determine your qualifications. IT IS THE AIRMEN'S RESPONSIBILITY TO ENSURE THEIR APPLICATION IS COMPLETE.

APPOINTMENT: This position will be filled by qualified applicant as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

////////SIGNED/////////
CHRISTOPHER A. MERRILL
CW4, MEARNG
AGR Manager